



FY 2003 STATE HOMELAND SECURITY GRANT PROGRAM - PART II CRITICAL INFRASTRUCTURE PROTECTION REIMBURSEMENT



The FY 2003 State Homeland Security Grant Program has funding dedicated to pay for costs associated with **increased security measures** at critical infrastructure sites. The Federal Department of Homeland Security has authorized use of these funds during the recent heightened alert period beginning Sunday, December 21, 2003 through Friday, January 9, 2004. Connecticut's Department of Public Safety, Division of Homeland Security (DPS/DHS) is the State Administrative Agency for this funding.

Connecticut's Critical Infrastructure Protection Allotment from FY 2003 Part II was \$2,919,000. A significant portion of this funding has been expended during Operation Liberty Shield.

Funds that were not expended for security at critical infrastructure sites during the period of hostilities with Iraq may be retained through the end of the award period for use in conjunction with this recent period of heightened threat. Guidance on the use of funds for future periods of heightened threat, should these arise, will be provided by the Federal Department of Homeland Security.

ELIGIBLE RECIPIENTS

State, Local and Tribal Governments as well as quasi-municipal utilities are eligible for reimbursement under this funding.

AUTHORIZED PROGRAM EXPENDITURES

The authorized expenditures are the same as previously used during the first round of funding during Operation Liberty Shield. Funds may be used for:

- 1) public safety agency overtime costs – both sworn & civilian;
- 2) contract security personnel costs;
- 3) state-ordered National Guard deployments required to augment security at critical infrastructure during the period of hostilities with Iraq and future periods of heightened threat.

Guidance on the use of funds or future periods of heightened threat, should these arise, will be provided to each grantee by the Department of Homeland Security. A list of critical infrastructure eligible for security funding support is attached in Appendix A.

UNAUTHORIZED PROGRAM EXPENDITURES

Critical Infrastructure Protection: Grant funds awarded under this program may not be used to pay for enhanced security costs incurred prior to December 21, 2003 or after January 9, 2004, the date the heightened threat ended as specified by the Federal Department of Homeland Security.

REIMBURSEMENT PACKAGES

Entities will be required to submit a *complete and accurate* reimbursement package including the following:

- 1) Agreement between CT DPS/DHS and entity signed by CEO. See Appendix C
- 2) Reimbursement Summary associated with increased security measures at critical infrastructure sites from December 21, 2003 – January 9, 2004. See Appendix D
- 3) Overview Backup:

Public Employees: Overtime format must be submitted as shown in Appendix F. A formatted excel worksheet with formulas is available by contacting DPS/DHS office at (203) 805-8577. Verification must be attached and correspond to the information contained on Appendix E and F, i.e. overtime vouchers, timesheets, etc. Add applicable fringe to the final overtime total on the last page. A breakdown of the fringe rate must be included in the package.

Private Security: Vendor invoices must be submitted for allowable contract security personnel costs. Invoices must contain a breakdown of dates, number of personnel and rate of reimbursement. Payment documentation must be attached.

Each entity will submit one package of original documents including all of its public safety agencies. Reimbursement requests must be submitted in accordance to the approved format and with the required backup. ***Incomplete, incorrect or packages not conforming to the format will be returned unpaid to the submitting entity.*** DPS/DHS will process reimbursements after the review and acceptance of reimbursement package. ***Reimbursements will be pro-rated in the event the requests exceed available funding.***

Packages must be received by **February 15, 2004** to ensure inclusion in the reimbursement process.

Address all questions to: CT Department of Public Safety
Div. Of Homeland Security
Rowland Government Center
55 West Main St.
Waterbury, CT 06702
Attn: Rosemary Salerno, Grants Administrator
(203) 805-6577
rosemary.salerno@po.state.ct.us

SITE ELIGIBILITY FOR CRITICAL INFRASTRUCTURE PROTECTION FUNDING APPENDIX A

As part of the FY 2003 SHSGP II, funding is being provided to pay for costs associated with increased security measures at critical infrastructure sites during the recent period of heightened threat beginning with Sunday, December 21, 2003 and ending on Friday, January 9, 2004 as specified by the Federal Department of Homeland Security. States and local governments should generally consider critical infrastructure to include any system or asset that, if attacked, would result in catastrophic loss of life and/or catastrophic economic loss. In addition, protection for the following specific types of facilities should also be considered:

- Public water systems serving large population centers
- Primary data storage and processing facilities, major stock exchanges and major banking centers
- Chemical facilities located in close proximity to large population centers
- Major power generation facilities that exceed 2000MW and if successfully attacked would disrupt the regional electric grid
- Hydroelectric facilities and dams that produce power in excess of 2000MW or could result in catastrophic loss of life if breached
- Nuclear Power plants
- Electric substations 500KV or larger, and substations 345KV or larger that are part of a critical system supporting populations in excess of one million people
- Rail and highway bridges over major waterways that, if destroyed, would cause catastrophic economic loss
- Major highway tunnels under waterways that if attacked would cause catastrophic loss of life or catastrophic economic impact
- Major natural gas transmission pipelines in excess of 3000 bcf throughput
- Natural Gas and liquid Natural Gas Storage (LNG) facilities
- Major petroleum handling facilities such as pipelines, ports, refineries and terminals
- Major mass transit subway systems and the supporting ventilation systems



APPENDIX C



FY 2003 STATE HOMELAND SECURITY GRANT PROGRAM – PART II CRITICAL INFRASTRUCTURE PROTECTION REIMBURSEMENT

Date: _____

Entity Name: _____

As the Chief Executive Officer for _____, I attest the attached documentation is accurate and meets the following terms as dictated by the FY 2003 State Homeland Security Grant Program Part II guidelines:

1. Costs were incurred between December 21, 2003 and January 9, 2004.
2. Costs are associated with **increased security measures** at critical infrastructure as designated in Appendix A.
3. Personnel costs fall into one of more of the approved categories
 - a. Public safety overtime – both sworn and civilian
 - b. Contract security/personnel costs
 - c. State-ordered National Guard deployments required to augment security at critical infrastructure during the authorized time frame.

Therefore, I am seeking reimbursement from the FY 2003 State Homeland Security Grant Program for costs incurred as described in the grant guidelines.

(Signature of Municipality's CEO)

(Name and Title)

APPENDIX D

FY 2003 STATE HOMELAND SECURITY GRANT PROGRAM – PART II CRITICAL INFRASTRUCTURE PROTECTION REIMBURSEMENT REIMBURSEMENT SUMMARY

ENTITY NAME: _____

Attach the "Detailed Breakdown by Department " and required backup to the Reimbursement Summary.

TOTAL EXPENDITURES FROM BREAKDOWN SHEETS

POLICE _____

FIRE _____

EMS _____

NATIONAL GUARD _____

PRIVATE _____

OTHER: _____

TOTAL REIMBURSEMENT REQUESTED _____

I authorize the above charges are accurate and allowable for reimbursement under the requirements stated in the FY 2003 State Homeland Security Grant Program. Municipality/Agency will retain appropriate backup documentation for audit purposes for the Federal Government.

(SIGNATURE OF ENTITY'S CHIEF FISCAL OFFICER)

NAME: _____

TITLE: _____

APPENDIX E

**FY 2003 STATE HOMELAND SECURITY GRANT PROGRAM – PART II
CRITICAL INFRASTRUCTURE PROTECTION REIMBURSEMENT
DETAILED BREAKDOWN BY DEPARTMENT**

ENTITY NAME: _____ PAGE ____ OF ____

TYPE OF PUBLIC SAFETY AGENCY: _____
(POLICE, FIRE, EMS, PRIVATE, NATIONAL GUARD, OTHER)

TERM MUST BE BETWEEN 12/21/03 – 01/08/04	TYPE OF CRITICAL INFRASTRUCTURE SEE APPENDIX A	DOLLAR TOTAL

PAGE TOTAL _____

PREVIOUS PAGE TOTAL _____

SUB TOTAL _____

DIRECTIONS: USE A SEPARATE SHEET FOR POLICE, FIRE, EMS, NATIONAL GUARD, PRIVATE OR OTHER. IF OTHER, SPECIFY WHAT “OTHER” MEANS. PAYROLL RECORDS OR VENDOR INVOICE MUST BE ATTACHED.

APPENDIX F

FY 2003 STATE HOMELAND SECURITY GRANT PROGRAM - PART 2
CRITICAL INFRASTRUCTURE REIMBURSEMENT
OVERTIME BREAKDOWN

MUNICIPALITY/AGENCY:[illegible]

PAGE 1 TOTALS

0

HRS

0

(Use as many pages as necessary to complete the report. Add appropriate fringe rate on the final page to the overtime total. A formatted excel worksheet with formulas is available by contacting DPS/DHS office at (203) 805-6577).